



CITY OF ST. CHARLES
POSITION DESCRIPTION
Undergraduate Intern- Human Resources

Department: Human Resources FLSA Status: Non- Exempt; Temporary
Reports to: Human Resources Generalist Union: Non- Union
Positions supervised: None

Position Description Overview

This position is responsible for assisting the Human Resources Generalist in planning and coordinating a variety of human resources programs including employee benefits, employee relations, health and life insurance, recruitment and selection, employee safety, salary administration, training, worker's compensation, and related projects.

Essential Functions and Responsibilities

1. Respond accurately and efficiently to employee questions and concerns regarding human resource issues.
2. Assist in administering recruitment processes including placing advertisements, reviewing applications, interviewing and testing applicants, checking references, employee selection and placement, and orientation for full-time and part-time employees.
3. Research training options and develop proposals.
4. Provide information and assist employees with issues concerning health and life insurance, as necessary.
5. Assist in planning and directing employee programs including Health Fair, Appreciation Dinner, and bi-annual Benefit Fair, etc.
6. Compile monthly turnover reports.
7. Complete special projects as required including developing programs including the Summer Hire Program, Pre-employment Testing and writing procedures and policies, as directed.
8. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
9. Adhere to all departmental and city safety policies.

Ancillary Functions and Other Duties

1. Respond to community salary and benefit surveys including City salary requests.
2. Assist with research and development of non-union and union compensation programs.
3. Assist in maintaining and updating employee files.
4. Perform other duties as required or assigned.

Basic Requirements

Knowledge, Skills, and Abilities

1. General knowledge of human resource functions.
2. Strong written and verbal communication skills.
3. Skill in the use and operation of a personal computer, including such software programs as Windows, Word, Excel, etc.
4. Ability to maintain strict confidentiality.

Experience and Education

Completion of sophomore year at an accredited college or university earning a degree in Human Resources Management or related field.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources
Human Resources Intern
5/12/03

Date